



Scottish Local History Forum
Scottish charity SCO15850

CONSTITUTION

Adopted at the AGMs on 10/9/1983 and 3/9/1994, and amended at AGMS on 30/9/1995, 29/9/2007, 12/11/2010, 4/11/ 2011, 26/10/2012, 25/10/18, 30/10/2018 and proposed amendments at AGM of 29/10/2020

1. Definitions

- 1.1. The name of the society shall be the Scottish Local History Forum, hereafter described as The Forum.
- 1.2. The expression 'charitable purpose' shall mean a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005, which is also regarded as a charitable purpose in relation to the applications of the Taxes Acts.

2. Aims and Objectives

The aim of The Forum is to promote the study of Scottish local history without distinction of political, religious or other opinions. It meets this aim by:

- (a) associating historical and heritage societies, museums, archives, libraries, educational institutions and individuals interested in local history
- (b) stimulating public interest through meetings, outings, publications, newsletters, exhibitions, conferences, social media, website, prizes and awards.

3. Trustees

The Forum shall be managed by a committee of Trustees who are appointed at the Annual General Meeting (AGM) of the Forum from amongst its Members.

4. Powers of the Trustees

In furtherance of the above aims, the Trustees shall have the following powers:

- 4.1 To employ such persons who shall not be Trustees to perform such duties as the Trustees consider necessary for the proper administration of The Forum at such reasonable salaries and on such reasonable terms as the Trustees think fit. .
- 4.2. To raise funds by appealing for and inviting contributions (whether periodical or otherwise) from any person by way of donation, covenant, grant, loan, legacy or subscription.
- 4.3. To purchase, take on lease or in exchange, hire or otherwise acquire any property for use for the purposes of The Forum.
- 4.4. Subject to such consents as are required by law, to sell, grant security over, let or exchange any property belonging to The Forum.
- 4.5. To invest money in the purchase of or at interest on the security of such stocks, funds, shares, securities or other investments or property of whatever nature and wherever situated as the Trustees in their absolute discretion think fit.
- 4.6 To convene an Extraordinary General Meeting at any time.
- 4.7 To propose and adopt and review Standing Orders for the efficient regulation of the affairs of the Forum.

5. Membership

5.1 Membership shall be open to all persons aged sixteen and over and also, on an affiliated basis, to organisations and institutions concerned with Scottish local history, such as libraries, museums, archive centres, historical societies, local authorities and voluntary associations.

6. Affiliated Associations

6.1 Any association, society, club or organisation which applies to become an Affiliated Association shall be admitted as such subject to:

a) it being an organisation which supports the Aims and Objectives of the Forum as in Para 2 of this constitution.

b) it agreeing to pay the membership subscription set for Affiliated Associations at the AGM of The Forum

6.2. Representatives of Affiliated Associations shall be eligible for election to the Advisory Committee of The Forum.

7. Advisory Committee.

7.1 The Advisory Committee shall be a Sub-Committee of The Forum and shall discharge such duties and responsibilities as may be prescribed by the Trustees from time to time, with particular responsibility for representing the views and opinions of members of the Affiliated Associations.

7.2 The Advisory Committee shall consist of all the Trustees and members elected at the AGM from the members of Affiliated Associations.

7.3 The Trustees shall be empowered to co-opt members of the Advisory Committee, the co-option to expire at the following AGM.

8. Subscriptions

All Members shall pay such subscriptions as the AGM of The Forum may determine. Membership will lapse if the subscription is unpaid six months after the commencement of The Forum's financial year.

9. Membership entitlement

Members who have paid their subscriptions shall be entitled to one copy (or other number as arranged with The Forum) of each issue of the Journal published during the subscription year, plus a reduction on fees for events organised wholly by The Forum.

10. Meetings

10.1. Trustees Committee Meetings

10.1.1 Every Trustee attending has one vote. Decisions put to the vote will be determined by a simple majority of those choosing to vote (i.e., excluding abstentions). In the case of equality of votes the Honorary Chair shall have a second or casting vote.

10.1.2 Minutes shall be kept of all Trustee Committee Meetings.

10.2. Annual General Meetings (AGM).

10.2.1. The AGM shall be held no earlier than 1 August and no later than 30 November each year with 14 days' notice given to all members telling them what is on the agenda.

10.2.2 Minutes shall be kept of the AGM.

10.2.3. The Trustees shall present the annual report and accounts.

10.2.4 Any Individual Member may stand for election as a Trustee.

10.2.5. Members shall elect between a minimum of 5 and a maximum of 12 Trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

10.2.6 Members shall elect between a minimum of 5 and a maximum of 12 Advisory Committee members to represent Affiliated Associations. They will retire at the next AGM but may stand for re-election.

10.2.7 Every Individual Member attending has one vote. Affiliated Associations have two votes. Decisions put to the vote will be determined by a simple majority of those choosing to vote (i.e., excluding abstentions). In the case of equality of votes the Honorary Chair shall have a second or casting vote.

10.3 Extraordinary General Meetings.

Trustees must call an Extraordinary General Meeting if they receive a written request from ten Members, and within six weeks of a valid request for a meeting being received by the Honorary Secretary or the Honorary Chair.

11. Officers of The Forum

11.1 The Officers of The Forum shall be:

- a) the Honorary Chair
- b) the Honorary Secretary
- c) the Honorary Treasurer

11.2 The Honorary Chair, Honorary Secretary and Honorary Treasurer of the Forum shall be elected annually by the Forum at the AGM and shall hold office until the next AGM, when they shall stand down but shall be eligible for re-election.

11.3 In addition the Trustees may appoint from among its number members to carry out such other honorary duties as it deems appropriate.

11.4 If, at any time, the office of Honorary Chair shall fall vacant, the Trustees shall elect, from among their number, an Honorary Chair to hold office until the next AGM.

12. Honorary Life Members

On the recommendation of the Trustees the Forum may elect persons who have rendered conspicuous service to the study of Scottish local history as mentioned in the Forum's aims in Article 3 as Honorary Life Members at the AGM. Such Honorary Life Members shall not normally exceed five in number.

13. Complimentary Membership

The Trustees may award complimentary memberships (usually limited to one year) to individuals aged 16 or over. Complimentary members have all the benefits of individual membership but do not have voting rights at the AGM nor can they stand as Trustees.

14. Honorary President

On the recommendation of the Trustees the Forum may elect at the AGM to the rank of Honorary President a person who has rendered distinguished service to the study of Scottish local history. The Honorary President once elected shall retain that title for five years or life, whichever is the shorter.

15. Nomination and Election of Officers and Trustees

Nominations for the Officers and Trustees of The Forum (who shall be elected by The Forum from among the members of The Forum annually) may be lodged with the Honorary Secretary either in writing at any time prior to, or from the floor during, the AGM. The nomination must be proposed and seconded, and the nominee must signify his/her willingness to stand. In the event of more than one nomination for any office, an election shall take place at the AGM by a show of hands or balloting. On the death or resignation of any elected Officer of the Forum the Trustees shall have power to elect a successor who shall hold office until the next AGM and shall be eligible for re-election to that post at that AGM.

16. Expenses

No remuneration or other benefit in money or money's worth shall be given to any Trustee except for reimbursement of any reasonable and proper expenses incurred by him/her in carrying out his/her duties.

17. Sub-Committees

17.1 The Committee of Trustees may set up and support sub-committees as it thinks fit and may delegate to such sub-committees the implementation of any of its resolutions. Each sub-committee so constituted shall have at least one Trustee of the Forum as a member.

17.2 A sub-committee may call for the assistance of any person, not necessarily a member of The Forum, in its deliberations, but must conform to any regulations imposed on it by the Trustees which shall include the financial limits within which it should operate.

17.3 All decisions taken by a sub-committee shall be reported as soon as reasonably practicable to the Trustees.

18. Accounts

18.1 The Trustees shall cause proper books of account to be kept in respect of all sums of money received and expended by the Forum and the matters in respect of which such receipts and expenditure take place, all sales and purchases of goods by The Forum, and the assets and liabilities of The Forum.

18.2 The books of account shall be kept by the Honorary Treasurer or in such other place as the Trustees thinks fit and shall always be open to the inspection of the members of The Forum.

18.3 At the AGM in every year, the Trustees shall lay before the members of The Forum a proper income and expenditure account and balance sheet for the period since the last preceding account and balance sheet made up to the end of The Forum's financial year. A copy of such accounts shall be available to all members attending the AGM and shall be published on the Forum's website.

18.4 The Trustees shall prepare annual accounts complying with all relevant statutory requirements.

18.5 The auditor or independent examiner shall be appointed at the AGM annually.

18.6 All cheques and orders for the payment of money from any banking account maintained by The Forum shall be signed by two Trustees, authorised for this purpose.

19. Alteration to Constitution

Any proposal to alter this Constitution must be approved by a two-thirds majority of members present at the AGM. Such a proposal must be notified in writing to the Honorary Secretary not less than six weeks before the AGM. The Honorary Secretary shall send notice of such proposal to every member of The Forum at least one calendar month before the AGM.

20. Dissolution

If the Trustees by a majority decide at any time that on the ground of expense or other cause it is necessary or advisable to dissolve The Forum it shall call a meeting of all members of The Forum in accordance with the provisions in Article 10.3. If such decision be confirmed by a majority of those present and voting at such a meeting the Trustees shall have power to dispose of any assets held by or in the name of The Forum. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards purposes which the law regards as charitable, being in accordance with the aims and objectives of The Forum in general terms.



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STANDING ORDERS/ RULES OF PROCEDURE AS AT 21/8/2020

Procedures for General Meetings.

Rule 1. An accredited member of an Affiliated Association should register with the Honorary Secretary at the AGM/EGM that they are an accredited delegate.

Rule 2. No person other than a member and who shall have paid every subscription which shall be due and payable to The Forum in respect of his/her membership shall be entitled to vote at any general meeting.

Rule 3. An ordinary member may vote on his/her own account as well as on behalf of his/her Affiliated Association if s/he is an accredited representative.

Rule 4. AOCB may be raised from the floor, but not requests to alter the constitution and the Honorary Chair may rule on the suitability of business to be discussed under this heading.

Rule 5. The accidental non-receipt of notice of a meeting by any such person entitled to receive notice thereof shall not invalidate any resolution passed or proceeding at any meeting.

Rule 6. There must be a quorum of 15 members present at the AGM or any EGM. If within ten minutes of the time appointed for a meeting a quorum is not present, the AGM or EGM shall stand adjourned to such time, date and place as the members present at the meeting shall determine.

Procedures for Trustee meetings.

Rule 7. Trustees shall hold at least three meetings within twelve months of an AGM.

Rule 8. At least 3 Trustees (one of these an office bearer) must be present at the meeting to take decisions.

Rule 9. If Trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

Rule 10. During the year, the Trustees may co-opt up to 2 additional Trustees. They will stand down or seek re-election at the next AGM.

Rule 11. The Trustees may make reasonable additional rules to help run the Forum. These rules must not conflict with this Constitution or the law.

Rule 12. If a Trustee fails in any of the following:- a) renew membership after reminder, b) attend more than 3 consecutive Trustee meetings without good reason, c) attend more than 3 Trustee meetings in a year without presenting apologies, d) address any of their

actions within a year without good cause in the unanimous opinion of the Honorary Chair and Honorary Secretary, they will be deemed to not be seeking re-election at the next AGM. If they have not renewed membership, Trustees cannot be nominated for election.

Rule 13. If an AC member (who is not a Trustee) fails in any of the following:- a) renew Affiliated Association membership after reminder, b) attend more than 3 consecutive AC meetings without good reason, c) attend more than 3 AC meetings within a 2 year period without presenting apologies, d) address any of their actions within a year without good cause in the unanimous opinion of the Honorary Chair and Honorary Secretary, they will be deemed to not be seeking re-election at the next AGM. If their Affiliated Association has not renewed its membership, the AC member cannot be nominated for election.

Additional positions

Rule 14. In addition to the office bearers specified in the Constitution (11.1), the Trustees may appoint an Editor, Assistant Editor, Membership Secretary, Events Organiser, Minute Secretary, Website Editor, E-Newsletter Editor or other positions which they consider necessary for the efficient operation of the Forum.

Expenses Policy

Rule 15

15.1 All expenses likely to be incurred must be agreed in advance and approved by two Trustees other than the claimant.

15.2 All expenses must be submitted using the official form.

15.3 All expenses must be accompanied by receipts wherever possible. Expenses will be paid by cheque which may be sent by post. Due to the requirement for two signatories, it may need to wait until the next Trustees meeting. It could take some time from submission. If this is likely to cause problems, the claimant should contact the Honorary Treasurer by email on scottishlocalhistoryforum@gmail.com

15.4 The Forum offers expenses to speakers to attend conferences; for AC members to attend meetings and for Trustees to travel on Forum business. The Forum offers Trustees a contribution towards the cost of travel to Trustees management meetings up to a maximum of £30 per meeting. Claimants are asked to use the most cost-effective mode of transport available and to be as environmentally friendly as possible. The Forum will pay travel expenses by car at the rate of 26p per mile (for which no receipt is required) or 2nd class rail travel (claimants are asked to keep this to a minimum by booking in advance a travelling off-peak if possible); or bus (assuming claimants are unable to utilise a Scottish Entitlement Card to obtain free bus travel).

15.5 The Forum may pay accommodation expenses for speakers at conferences, but this must be agreed in advance.